

Charlie Creighton

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EDUCATION

Creighton University, Omaha, Nebraska

Bachelor of Science in Business Administration

Management (Human Resources track) and Business Intelligence & Analytics

May 20XX

GPA: 3.65

RELEVANT EXPERIENCE

Creighton iJay Practicum – Apple-Authorized Campus Store, Omaha, Nebraska

August 20XX - Present

Events Team

- Manage the recruitment process from start to finish by setting application timelines, posting advertisements, conducting interviews and reaching out to interviewees with final decisions
- Collaborated with Creighton athletics to promote Creighton University Apple discounts at games and organized a giveaway to increase engagement by 15%
- Present updates each semester to stakeholders, including the Dean of the college and an Apple representative

Union Pacific Railroad, Omaha, Nebraska

March 20XX – March 20XX

Human Resources Intern

- Managed 3 departmental email inboxes, created service tickets and sorted messages as necessary to ensure efficient and accurate responses to inquiries
- Organized and filed confidential personnel records for over 500 former employees, maintaining strict data integrity and privacy standards
- Scanned and digitized pension files to the HRIS database improving internal accessibility
- Provided correct proof of income documentation to former Union Pacific employees by drafting and sending pension verification letters

St. Paul Urban Tennis Program, St. Paul, Minnesota

Summer 20XX – 20XX

Head Tennis Instructor

- Designed and led daily lesson plans for 20+ tennis players aged 7 - 14
- Communicated behavioral expectations to family members, resulting in a 95% satisfaction rate on end-of-session surveys
- Promoted sportsmanship and teamwork by teaching appropriate behavior and conflict resolution techniques during both instruction and gameplay

OTHER EXPERIENCE

Jams, Omaha, Nebraska, *Server*

September 20XX – Present

Scheels, Omaha, Nebraska, *Sales Associate*

April 20XX – August 20XX

ACTIVITIES

Delta Nu

September 20XX – Present

Recruitment Chair

- Coordinated recruitment events for 300+ prospective members over a two-week period and managed a \$10,000 budget effectively

New Student Orientation

April 20XX – Present

Senior Leader / Co-Instructor

August 20XX - Present

- Lead weekly first-year experience class of 23 students to ease the transition to college for first-year students
- Mentored first-year students and connected them with relevant resources to support their college success

Peer Leader

April 20XX – December 20XX

- Aided in acclimating new students when they arrive on campus and assisted with move-in and registration

SKILLS

Language: Basic Spanish

Software Experience: Intermediate Microsoft Excel, PowerPoint, Word; Beginner Tableau